UNITED NATIONS **ST**

Secretariat

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INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: UNITED NATIONS SABBATICAL LEAVE PROGRAMME FOR THE YEARS 1995 AND 1996

1. The purpose of the present information circular is to inform staff members of recent changes in the sabbatical leave programme and to outline the administrative requirements for its implementation in the years 1995 and 1996.

Background

2. The sabbatical leave programme has, up to now, enabled a very limited number of United Nations staff members to pursue study projects for periods up to nine months only in universities that are institutional members of the Academic Council on the United Nations System, the majority of which are in the United States and Canada. Given this geographical concentration in North America, and in view both of current budget constraints and of the increasing workload demands placed on the Organization, a review of this programme has been undertaken.

The new programme

3. Many departments have found it increasingly difficult to release staff members on full pay status for periods of up to nine months because of increased workload demands. Furthermore, given the substantial number of potentially interested staff members world wide, expenditures of the magnitude required in the past can no longer be entertained. Thus, the period of study leave should not be longer than four months. In addition, a more global programme of study leave is envisaged.

4. Thus, the changes being introduced are meant to enable a greater number of staff members to benefit from this programme within current funding and time limitations and expand this collaborative effort to universities and

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institutions globally. The sabbatical leave programme will now be available to staff members who wish to pursue study projects in (a) universities and independent institutions world wide; (b) participating research and training centres of the United Nations University (UNU); and (c) institutions that are members of the Academic Council on the United Nations System.

Objectives of the programme

5. The objectives of the programme are:

(a) To provide an opportunity for staff members to bring added value to their contribution to the Organization and to enhance their intellectual growth through the pursuit of studies on issues relating to the work of the United Nations;

(b) To enhance dialogue between the United Nations and the academic community world wide, by providing an opportunity for scholars to work with United Nations staff members in their areas of study under the programme;

(c) To build close and enduring contacts between the global academic community and international civil servants in the United Nations system;

(d) To expose United Nations staff members to the "state-of-the-art" research and practices the world-wide academic community has to offer on issues on the international agenda and likewise to expose the academic community to those with hands-on experience and influence in the work of the United Nations world wide.

Eligibility

6. The programme is open to United Nations staff members with at least five years of service with the Organization and for whom it is anticipated that they will serve for no less than five years after the completion of the sabbatical leave.

Application procedures

7. Staff members should apply for this programme by submitting to the Training Service, Office of Human Resources Management, through their respective heads of office/department, a proposal of not more than four pages describing the study that they wish to pursue. The proposal should contain the following information:

(a) Title of the study;

(b) Field of the study;

(c) Rationale for the study;

(d) Relationship of the study to the work of the individual and the Organization;

(e) Outline of topic(s) to be covered;

(f) Study/research activities and methods/tools to be applied;

(g) Schedule of work of the study with an indication of any preparatory work already accomplished;

(h) Usefulness of the expected outcome of the study and its practical implications for the individual and the Organization;

(i) Type of contribution the participant could provide to the academic institution in which he or she is placed;

(j) Endorsement by the head of office/department responsible for the work of the applicant during the proposed study.

Applicants for the 1996 programme must complete the form in annex I and send it together with their proposals to the Training Service, Office of Human Resources Management, by 31 August 1995.

8. It is recognized that, in anticipation of the announcement of the 1995 programme, which has been delayed by efforts to enhance it, staff may have already progressed quite far in developing their proposals and making tentative arrangements so as to begin their programme in the fall of 1995. In order not to penalize these staff, those wishing to take part in the 1995 programme should submit their proposals by 9 June 1995 and every effort will be made to accommodate selected proposals within the planned 1995 time-frame.

Review of proposals

9. All proposals will be evaluated on the basis of the following criteria:

(a) Importance of the study. The proposed study should address an issue at the forefront of the field under consideration and should hold potential interest for the academic community and the United Nations. It should be relevant and have practical applications to the current and future work of the United Nations;

(b) Feasibility of the proposed study. The staff member should propose a project that can be undertaken and completed within the stipulated period of the study leave;

(c) Clarity of the research or other activities and the methodology to be followed in the proposed study;

(d) Appropriateness of the planned methodology;

(e) Quality of the proposal. The proposal should be responsive to the stipulated criteria. In addition, the staff member should demonstrate, in his/her proposal, an awareness of the latest developments in the area of study;

(f) Suitability of the candidate, including demonstrated personal and academic abilities to perform independent academic work. The assessment will be made on the basis of:

(i) The staff member's academic qualifications;

(ii) Information received from references to be provided by the applicant;

(g) Potential contribution by the staff member to the university or institution;

(h) Expected usefulness of the completed study to the United Nations.

Selection process

10. A selection committee consisting of representatives of the staff and management of the United Nations, and representatives of the Academic Council on the United Nations System and UNU will review the submitted proposals for final selection.

11. Heads of offices/departments will be consulted by the Office of Human Resources Management to confirm the release of selected staff members. The selected staff member will then be informed and requested to accept in writing the specified conditions of the award.

Conditions of the award

12. The sabbatical leave will normally be for a period of no more than four months. Staff members selected for this programme will be asked to take annual leave for the first month and will be placed on special leave with full pay for the balance of the approved study leave, subject to the agreement of the head of the office/department concerned.

13. The sabbatical leave will normally be taken during the host institution's regular academic semester, to maximize the advantage of the programme to the staff member and the host institution but may also be available outside the academic semester period.

14. Since selection is on a competitive basis and is predicated on the assumption that the staff member will be available to undertake the study as proposed, participation in the programme must take place during the year of selection.

15. The sabbatical leave should be dedicated to the topic presented in the proposal of the study. Changes in the overall objectives or body of the original proposal must be approved by the Training Service, Office of Human Resources Management.

16. Staff members on sabbatical leave will continue receiving salary, post adjustment and all related entitlements, such as rental subsidy and education grant, applicable to their regular duty station. The provisions of Appendix D to the Staff Rules will be applicable to initial and return travel and to activities directly related to the course of study and on school premises. Staff members will continue accruing required service credits towards sick, annual and home leave, salary increments, seniority, termination indemnity and repatriation grant. However, if the staff member is in receipt of a special post allowance, it will be discontinued at the beginning of the second month,

when the special leave with full pay starts, for the duration of the sabbatical leave.

17. Round-trip travel expenses will be paid, with entitlement to unaccompanied shipments of 50 kilograms (110 pounds) by air, each way. Travel other than initial travel to the academic institution and return travel to the duty station will be the responsibility of the staff member. Costs of books and any other educational materials as well as fees for participation in conferences, courses and other meetings requiring payment shall also be the exclusive responsibility of the staff member. Any dependants who may wish to join the staff member at the place of the sabbatical leave will not be covered under this programme and the staff member will be responsible for obtaining visas and arranging for their travel.

18. Staff members will receive a special monthly housing subsidy, to be determined yearly, based on the average rental cost for student and faculty housing at the university of placement. The housing subsidy will be paid to staff members provided that the institution of placement is beyond commuting distance from their duty station and that they have actually rented accommodation in the area near the institution.

Placement procedures

19. Under this programme, participants will be placed either in universities that are institutional members of the Academic Council on the United Nations System, in UNU's research and training centres or in other academic institutions. The list of institutional members of the Academic Council and UNU participating research and training centres is provided in annexes II and III respectively. When staff members choose to be placed in institutions that are members of the Academic Council or UNU, efforts will be made to place them in the most suitable academic institution, taking into consideration the field of the proposed study and the needs of the participant and the institution. The university assignment for participants selecting this option will be determined by either the Academic Council or UNU in consultation with the Training Service, Office of Human Resources Management.

20. A staff member wishing to attend an institution that is not a member of either the Academic Council on the United Nations System or UNU should take the initiative to identify the institution. The staff member should then communicate, in the application form submitted to the Training Service, Office of Human Resources Management, the name and address of the institution he or she wishes to attend as well as any initial arrangements already made with the institution for study, accommodation, timing, etc.

21. A staff member wishing to pursue his or her study/research in an institution other than one affiliated with the Academic Council on the United Nations System or UNU should indicate in his or her application the type of support services and facilities that the institution is willing to provide him or her during the period of the sabbatical leave. No additional financial assistance is available under this programme, other than that specified in paragraphs 16 to 18 above.

Follow-up

22. The Training Service, Office of Human Resources Management, will follow up with participating staff members on the results of their sabbatical leave programme by requesting the following information:

(a) At the end of their sabbatical leave each staff member will present a complete report of the study undertaken to the head of the office/department concerned, to the Assistant Secretary-General for Human Resources Management and to the Chief of the Training Service, Office of Human Resources Management, including, but not limited to: (i) a one-page abstract or executive summary of the study; (ii) a chapter providing a longer summary of the study and giving recommendations for future practice in the area; and (iii) a completed evaluation questionnaire;

(b) At the end of the term of study, the academic institution concerned will be requested to provide a brief report on the work done by the staff member;

(c) Within six months after the return of the staff member to his/her office, the head of the office/department will be requested to provide information on the impact of the sabbatical leave project on the department/office activities. This would include work performed by the staff member or by others as a result of new insights obtained from the study;

(d) Those elements or all of the study findings relevant to the work of other departments or organs of the United Nations should be shared with those bodies by the staff member.

Annex I

SABBATICAL LEAVE PROGRAMME

APPLICATION FORM

For Year 1995-1996

Complete this form and submit it to the Training Service, Office of Human Resources Management, together with your study proposal, by 31 May 1995 (applicants for 1995) or 31 August 1995 (applicants for 1996).

A. PERSONAL INFORMATION

NAME_____ INDEX NO._____

FUNCTIONAL TITLE/FIELD OF WORK:_____
(Attach job description)

CATEGORY/LEVEL_____ TYPE OF CONTRACT_____
(If fixed-term, expiration date)

DEPARTMENT/DIVISION/OFFICE_____

DUTY STATION_____

EOD (UNITED NATIONS)_____ EOD (PRESENT DUTY STATION)_____

TITLE OF PROPOSED STUDY PROJECT_____

B. ACADEMIC BACKGROUND

I. University studies

Degree	University/ country	Area of study	Year graduated

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II. Please arrange to have two letters of recommendation (attesting to your suitability to carry out independent academic work) by professionals outside your department or outside the United Nations who are familiar with your work sent directly to the Training Service, Office of Human Resources Management, by 31 May 1995 or 31 August 1995 depending on the year you are applying for. In the space provided, give the names of the professionals who will be sending the letters of recommendation on your behalf.

III. Please indicate below your teaching/study/research experience, including a list of your publications, if any. Attach additional sheet if necessary.

C. PLACEMENT

I. Do you wish to attend an institution that is NOT a member of the Academic Council on the United Nations System or UNU?

___Yes ___No

II. If you answered yes to the preceding question, please give the name and address of the institution you wish to attend. Please attach copies of any preparatory correspondence relevant to the proposed study.

III. Which of the following services/facilities, if any, is this institution willing to provide you during the period of your sabbatical leave: (circle as applicable)

(a) Academic adviser

(b) Office space

(c) Communication facilities (fax, telephone, computer)

(d) Other:_____

IV. Are you prepared to assume responsibility for finalizing arrangements made thus far and to carry out the necessary administrative work related to your study programme at this institution?

_____ _____

Signature of staff member Date

Annex II

ACADEMIC COUNCIL ON THE UNITED NATIONS SYSTEM

INSTITUTIONAL MEMBERS

American University, School of International Service
Arias Foundation for Peace and Reconciliation
Australian Defence Force Warfare Centre
Austrian Study Centre for Peace and Conflict Resolution
Brown University, Thomas J. Watson Jr. Institute of International Studies
City University of New York, Ralph Bunche Institute on the United Nations
Dalhousie University, Centre for Foreign Policy Studies
Dartmouth College, Dickey Endowment
Emory University, Carter Center Conflict Resolution Program
External Affairs and International Trade, Canada, United Nations Affairs Division
Georgetown University, Foreign Service Program
George Washington University, Elliot School of International Affairs
Harvard University, Harvard College Library
Institute of World Economy and International Relations, Moscow
Institute of Social Studies, The Hague
International Cooperation Research Association, Tokyo
International Labour Organization, International Training Centre
Long Island University, Institute for the Study of International Organizations
Monterey Institute of International Studies, International Policy Studies and Public Administration
National Defense University
New York University School of Law, Center for International Studies
Norwegian Institute of International Affairs
Ohio State University, Mershon Center
Princeton University, Council on Regional Studies
RAND Library
The Stanley Foundation
Tufts University, Fletcher School of Law and Diplomacy
Tufts University, International Relations Program
United States Institute of Peace
University of Geneva, Graduate Institute of International Studies
University of Lund, Department of Political Science
University of Puerto Rico, Social Science Research Center
University of South Carolina, Institute of International Studies
University of Ulster, International Conflict Resolution Programme
Yale University, Program in United Nations Studies
York University, Centre for International and Strategic Studies
York University, Centre for Refugee Studies

Annex III

UNU PARTICIPATING CENTRES

Under its Charter adopted by the General Assembly in 1973, UNU is a voluntarily funded autonomous organ of the General Assembly that engages in research, postgraduate training and the dissemination of knowledge on pressing global problems of human survival, development and welfare that are the concern of the United Nations and its agencies. UNU is organized on a networking principle. The University headquarters in Tokyo, through its Academic Division, coordinates a number of programmes and project networks. UNU research and training centres conduct in-house research and training and coordinate research and training involving institutions in many countries.

The location of specific UNU research and training activities and the respective fields of study where staff members on sabbatical leave might consider pursuing study projects at UNU include:

1. At the UNU headquarters Academic Division in Tokyo:

Peace and security issues:

The United Nations system, global governance and security
Conflict resolution and ethnicity
Governance, State and society

Environmental issues:

Ecorestructuring for sustainable development
Integrated studies of ecosystems
Information systems for environmental management
Environmental governance and law

Population related issues:

Population, urbanization and development
Population, land management and environmental change

2. At the UNU World Institute for Development Economics Research in Helsinki, Finland:

Growth and sustainable development
Employment, equity and gender issues
Global change and perspectives

3. At the UNU Institute for New Technologies in Maastricht, Netherlands:

Socio-economic implications of new technologies